



## **FRESH START**

### **GUIDANCE NOTES**

Bringing empty homes back into use will help improve local areas and will reduce the need for green field site development. It also means that properties are released back into the private sector as owner occupied or let dwellings to help resolve issues of homelessness and overcrowding in the Borough.

*Fresh Start* has been developed as an additional tool to help Charnwood Borough Council resolve these issues. The scheme will give empty property owners the opportunity to advertise their property for sale, free of charge. Developers and investment buyers will also be able to register their details on the website.

#### **Property owners:**

#### **Who can take advantage of our services?**

The qualifying criteria is simple, if your property has been receiving a Council Tax empty property discount for 6 months or more and is in need of significant modernisation, then you will be able to use *Fresh Start*.

#### **What do I do next?**

Complete these 6 easy steps.

1. Proof of identity – i.e. passport/driving licence
2. Provide proof of property ownership, i.e. title deed/ land registry document
3. Your property must have an independent valuation – contact us for further details, if required.
4. Provide proof of your Council Tax discount (we may be able to verify this internally)
5. Provide a Home Information Pack (HIP) – contact us for further details, if required.
6. Complete on-line registration – if you do not have internet access please contact the Private Sector Housing Team and an Officer will contact you shortly to arrange an appointment.

Your property will then be placed onto the Fresh Start website.

**Developers:**

If you are a property development company, an investor looking to start their portfolio, or maybe you are looking to buy a house for you and your family. All you have to do is complete our on-line registration form and your details will be available for property owners who are looking to sell their properties.

To register your property or for further information contact Russell Clarke, Homelessness Resources Officer at Charnwood Borough Council on: (01509) 634937.